



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Airport Communications Operator
Posting Number	PN# 109084
Department	Houston Airport System
Division	William P. Hobby Airport
Section	Administrative Services
Reporting Location	7800 Airport Blvd.
Workdays & Hours	Shift work, including rotation, weekends, and holidays*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Operates communications equipment (Personal Computer, two-way radio, multi-line telephone system, fax machine & printer) to receive and transfer emergency and maintenance non-emergency calls from airport sections, airport tenants, and traveling public for assistance. Monitors and responds to airport alarm systems signals regarding fires, aircraft emergencies, bomb threats, burglaries and facility maintenance. Monitors access control systems to ensure no unauthorized access to Aircraft Operating Areas (AOA) and other security areas by the public, employees or tenants of the airport. Relays information and calls to appropriate personnel for repair services.

WORKING CONDITIONS

Performing these duties will involve sitting for extended periods; extensive use of computerized video display equipment, phones and radios; ability to deal with a diversified group of people; understanding spoken and written information; speaking and writing effectively; walking and driving city vehicles; adjusting to interruptions and changes; attending to details amid distractions; working with a minimum of supervision; dealing with people in tense situations; recognizing sound, tone and pitch; working as a member of the team; and lifting up to twenty (20) pounds; Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or GED Certificate.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience in a major airport terminal handling a variety of communication activities or in a related major facility handling a variety of communications equipment are required

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Personal Computer experience. Ability to maintain accurate records for work to be done, work in progress and work completed. Ability to communicate tactfully and effectively with the public, airport tenants, contractors, supervisors and other employees.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13	
\$965.00 - \$1,105.00 Biweekly	\$25,090.00 - \$28,730.00 Annually

OPENING DATE

MARCH 1, 2006

CLOSING DATE

MARCH 7, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

An Equal Opportunity Employer